



**PERSONAL ASSISTANT/READER
UNITED STATES COURT OF APPEALS
FOR THE FIRST CIRCUIT**

The United States Court of Appeals for the First Circuit seeks a Personal Assistant to read legal material and case-related items to a visually impaired judge in Providence, Rhode Island. The reader will assist in the preparation of materials for a variety of judicial tasks at the judicial officer's direction. This position requires the ability to maintain confidentiality and to interact with a wide variety of people.

The applicant must have excellent understanding of legal terminology and the ability to comprehend a wide range of legal concepts, principles, and practices. The responsibilities include: reading aloud to the Judge from newspapers, memoranda, general correspondence, briefs and other legal materials in connection with the Judges preparation for court arguments and opinion writing; assisting the Judge in preparing materials for meetings, conferences, and court proceedings; assisting in administrative and organizational tasks; screening incoming mail and handling routine matters, as authorized; routing mail to appropriate destination; proofreading documents for accuracy and performing cite checks; and other duties assigned. The position requires skill in using standard office technology and basic IT-based legal research, and summarizing legal and non-legal material. This position is available for up to 40 hours per week at a salary of \$41,472. A college degree is preferred. Send resume by Friday, October 20, 2006, to Susan J. Goldberg, Deputy Circuit Executive, Office of the Circuit Executive, 1 Courthouse Way, Suite 3700, Boston, MA 02210.

Applicants will be considered without regard to race, color, age, gender, religion, ethnicity, national origin or disability.